



## Sign-In Procedure and survey access on the new GLOBE Web site

### For Partner Administrative Tasks

#### STEP 1:

Go to [www.globe.gov](http://www.globe.gov).

#### STEP 2:

Choose '**Sign In**' in the upper right corner of the page.



#### STEP 3:

From the Sign In page enter your **(Country Coordinator or Partner) ID** and your **password** in the fields on the right.

*Please make sure you use **ALL CAPITAL LETTERS** in the ID box and enter password exactly the way you have set it up, leaving no spaces before or after the ID and password.*



#### STEP 4:

Select the '**Sign In**' button.

**STEP 5:**

Confirm you have been signed in by checking the 'Welcome' message in the upper right corner and the message in the yellow bar.

*Please note:*

*When you are ready to close your GLOBE session, please use the 'Sign Out' link located next to the 'Welcome' message.*

**STEP 6:**

In order to complete Partner administrative tasks, such as the Annual Survey, please continue to use the 'Classic Website' by using the link in the upper right corner of the page.



**STEP 7:**

To access your survey,  
go to:

**'For Partners' - ->**  
**'Administration'**

**STEP 8:**

Select **'Partnership Profile'**



Pull the view bar down  
till you can see **Annual  
Survey**: then select **'2010  
Submission'**